

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE		PAGE OF PAGES 1      13	
2. AMENDMENT/MODIFICATION NO. 000001		3. EFFECTIVE DATE 01/20/2017		4. REQUISITION/PURCHASE REQ. NO.	
6. ISSUED BY Regional Office of Procurement Regional Development Mission/Asia Athenee Tower 25th Floor 63 Wireless Road, Pathumwan Bangkok, Thailand 10330		CODE RDM/A		5. PROJECT NO. (If applicable)	
		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x)		9A. AMENDMENT OF SOLICITATION NO. SOL-486-17-000001	
		x		9B. DATED (SEE ITEM 11) 01/11/2017	
				10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).				
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
	D. OTHER (Specify type of modification and authority)				
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not. <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)					

The purpose of this Amendment is to respond to questions received from interested parties and make resulting changes throughout the Solicitation.

See specific changes in the following pages.

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Bruce Gelband	
15B. CONTRACTOR/OFFEROR  <div style="text-align: center;">(Signature of person authorized to sign)</div>	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  <div style="text-align: center;">/ S / (Signature of Contracting Officer)</div>	16C. DATE SIGNED  01/20/2017

## **A. SPECIFIC CHANGES TO THE SOLICITATION**

### **1. STANDARD FORM 33**

- 1.1. In Section 9 revise the number of copies required from “6” to “0”.
- 1.2. In Section 9 revise the time (hour) of delivery from “0900 G” to “1100 G.”

### **2. COVER LETTER**

- 2.1. Revise the Closing Date and Time from “February 14, 2017, 9:00 a.m., Bangkok time” to “February 14, 2017, 11:00 a.m., Bangkok time.”

### **3. SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS**

- 3.1. Delete Section “**B.5 FIXED FEE**” in its entirety and replace it with the following:

#### **“B.5 FIXED FEE/PROFIT CEILING**

- (a) For each CPFF and Fixed-Price task order issued under this IDIQ, the TOCO and Contractor agree to negotiate a set dollar amount for fixed fee/profit (as applicable). In no event may the amount of fixed fee/profit in any individual task order exceed **[TBD] percent** of the task order’s estimated cost, excluding fee/profit.

Fee for CPIF or CPAF task order types will be negotiated by the TOCO at the time of task order award and are not subject to the fee limitation.

- (b) The Total Estimated Cost -Plus- Fixed- Fee and Total Fixed-Price for each Task Order must be negotiated in accordance with the terms of this contract.

- (c) Fixed Fee Payment. Unless specified otherwise in the Task Order, at the time of each payment of allowable costs to the contractor, the USAID paying office ordinarily pays the contractor a percentage of fixed fee that directly corresponds to the percentage of allowable costs being paid. Two exceptions to paying fixed fee in this manner apply:

- (1) If the TOCO determines that this method results in paying a disproportionately higher ratio of fixed fee than the percentage of work that the contractor has completed, then the TOCO may suspend further payment of any fixed fee until the contractor has made sufficient progress to justify further payment, up to the agreed percentage.
- (2) Because the clauses entitled “Allowable Cost and Payment” (FAR 52.216-7) and “Fixed Fee” (FAR 52.216-8) are incorporated into this Contract, the terms and conditions of these clauses apply.”

3.2. In Section B.7, delete paragraph (b) and replace it with the following:

“(b) The work day and work week policies and method of accounting for paid absences including holidays for the contractor must be in accordance with the Contractor’s organizational policies and acceptable accounting procedures which should be compliant with the applicable cost principles and the terms of this contract.”

#### **4. SECTION F - DELIVERIES OR PERFORMANCE**

4.1. Delete Section “**F.3 PLACE OF PERFORMANCE**” in its entirety and replace it with the following:

##### **“F.3 PLACE OF PERFORMANCE**

Performance of this Contract and TOs issued hereunder will be in those countries as specified in the TOs including any of the USAID presence and non-presence countries in Asia.

*Note: It is not envisioned presently that performance will take place in Burma. No work may be performed in Burma without the prior written approval from the TOCOR.”*

4.2. In Section “**F.6.1 General**” delete paragraph (8) in its entirety and replace it with the following:

“(8) At any time and throughout the life of the contract, at the request of either the Contractor or the Government, the Contractor may propose additional labor categories, rates and descriptions in addition to the contract labor categories for the task order. These additional labor categories, rates, and descriptions will be negotiated on a case-by-case basis and may only be approved by the TOCO.”

4.3. In Section “**F.6.2 Page Limitations**” delete the sentence “The text in any text boxes included within the technical proposal must be Times New Roman font not less than not be less than 12 points in size.” and replace it with the following:

“The text in any text boxes included within the technical proposal must be Times New Roman font not less than 12 points in size.”

4.4. In Section “**F.6.3.1 Task Order Limitations**” paragraph (iii), delete “in (d) above” in the first sentence.

#### **5. SECTION H - SPECIAL CONTRACT REQUIREMENTS**

5.1. Delete Section “**H.1 USAID DISABILITY POLICY - ACQUISITION (DECEMBER 2004)**” in its entirety.

- 5.2. Delete Section “**H.3 CONFERENCE PLANNING AND REQUIRED APPROVALS (AUGUST 2013)**” in its entirety.
- 5.3. Delete Section “**H.4 USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ACQUISITION (JULY 2014)**” in its entirety.
- 5.4. Delete Section “**H.26 NONDISCRIMINATION (JUNE 2012)**” in its entirety.

**6. SECTION I - CONTRACT CLAUSES**

- 6.1. In Section “**I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**” delete AIDAR clause “752.229-71 REPORTING OF FOREIGN TAXES (JULY 2007).”
- 6.2. In Section “**I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**” add AIDAR clause “752.7036 USAID IMPLEMENTING PARTNER NOTICES (IPN) PORTAL FOR ACQUISITION.”
- 6.3. Add Section “**I.18 AIDAR 752.229-71 REPORTING OF FOREIGN TAXES (JULY 2007)**” as follows:

**“I.18 AIDAR 752.229-71 REPORTING OF FOREIGN TAXES (JULY 2007)**

- (a) The contractor must annually submit a report by April 16 of the next year.
- (b) Contents of report. The report must contain:
  - (1) Contractor name.
  - (2) Contact name with phone, fax number and email address.
  - (3) Contract number(s).
  - (4) Amount of foreign taxes assessed by a foreign government [each foreign government must be listed separately] on commodity purchase transactions valued at \$500 or more financed with U.S. foreign assistance funds under this agreement during the prior U.S. fiscal year.
  - (5) Only foreign taxes assessed by the foreign government in the country receiving U.S. assistance are to be reported. Foreign taxes by a third party foreign government are not to be reported. For example, if a contractor performing in Lesotho using foreign assistance funds should purchase commodities in South Africa, any taxes imposed by South Africa would not be included in the report for Lesotho (or South Africa).
  - (6) Any reimbursements received by the contractor during the period in paragraph (b)(4) of this clause regardless of when the foreign tax was assessed and any reimbursements on the taxes reported in paragraph (b)(4) of this clause received through March 31.
  - (7) Report is required even if the contractor did not pay any taxes during the reporting period.

- (8) Cumulative reports may be provided if the contractor is implementing more than one program in a foreign country.

(c) Definitions. As used in this clause—

- (1) Agreement includes USAID direct and country contracts, grants, cooperative agreements and interagency agreements.
- (2) Commodity means any material, article, supply, goods, or equipment.
- (3) Foreign government includes any foreign governmental entity.
- (4) Foreign taxes means value-added taxes and customs duties assessed by a foreign government on a commodity. It does not include foreign sales taxes.

(b) Where. Submit the reports to:

Office of Financial Management  
USAID Regional Development Mission/Asia  
Athenee Tower, 25th Floor  
63 Wireless Road, Pathumwan  
Bangkok, Thailand 10330 Bangkok 10330 Thailand

Or

Office of Financial Management  
USAID, Regional Development Mission/Asia  
Box 47  
APO AP 96546

E-mail (preferred): [bangkokusaidfa@usaid.gov](mailto:bangkokusaidfa@usaid.gov)

- (c) Subagreements. The contractor must include this reporting requirement in all applicable subcontracts and other subagreements.
- (d) For further information see <http://2001-2009.state.gov/s/d/rm/c10443.htm>.”

## 7. INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL

- 7.1. In Section “**L.5 DELIVERY INSTRUCTIONS**” paragraph (a) delete the table at the end and replace it with the following:

“DOCUMENT	TECHNICAL PROPOSAL # of Copies	COST PROPOSAL # of Copies
Original paper submission	1	1
Electronic copy by email	1	1”

- 7.2. In Section “**L.5 DELIVERY INSTRUCTIONS**” paragraph (c) delete the sentence “**Offerors are required to submit hard copies of their proposals no later than February 17, 2017 11:00 a.m., Bangkok time**” and replace it with the following:

**“Offerors are required to submit the hard copy of the proposal no later than February 21, 2017 11:00 a.m., Bangkok time.”**

**8. ATTACHMENTS**

8.1. In “**ATTACHMENT 1: COST/PRICE EVALUATION MATRIX**” paragraph 2, delete the first sentence and replace it with the following:

“The Offeror will propose the ceiling indirect cost rates per the instruction at Section L.7, Part 2, 2 for budget line items below.”

8.2. In “**ATTACHMENT 1: COST/PRICE EVALUATION MATRIX**” paragraph 3, delete “Other Direct Costs (\$300,000)” and replace it with “Other Direct Costs (\$400,000).”

**B. ANSWERS TO QUESTIONS RECEIVED FROM INTERESTED PARTIES UNDER THE SOLICITATION**

1. **Question:** Standard Form 33 (page 3), Section 9 indicates that offerors must submit “sealed offers in original and 6 copies...” (a total of seven for the technical proposal), whereas Section L.5(a) (page 100) states that one original paper submission and five paper copies are required (a total of six for the technical proposal). Please confirm the total number of hard copies required.

**Answer:** Standard Form 33 is amended to reflect a revised number of paper submissions, which is: one original technical proposal and one original cost proposal. No additional copies are requested.

2. **Question:** Section B.5(a) (page 8): Because fixed fee is not applicable on Fixed-Price contracts, we request that USAID remove reference to ceilings on fixed fee under fixed-price task orders issued under this IDIQ.

**Answer:** The percentage proposed in the Offeror’s proposal as the fixed fee ceiling will constitute the profit ceiling applied to fixed-price task order proposals. The solicitation is amended to reflect this clarification.

3. **Question:** Pg. 9 of the RFP states, “The Contractor will not be authorized to bill USAID for IDIQ management costs as a direct cost under this IDIQ or under task orders.” If a contractor cannot bill IDIQ Management Costs (ie-LOE, Travel, etc.) directly, how should these be billed

**Answer:** As described in the solicitation, these costs are expected to be modest and the Contractor may not seek reimbursement as a direct cost.

4. **Question:** Page 10 of the RFP states, “The Unburdened Ceiling Daily Rates apply to all labor (the prime contractor, Third Country Nationals (TCNs), Cooperating Country Nationals (CCNs), and consultant salaries). CCN and TCN labor are also governed by the local compensation plan limitations as further provided in note 3 below.” But Attachment 1. Cost/Price Evaluation Matrix states each of the various CDRs applies to either short/long term expatriate labor or HQ labor. Can CDRs be based on Expatriate, TCN and CCN rates, or only Expatriate rates?

**Answer:** CDRs in the Cost/Price Evaluation Matrix must be based on expatriate labor as stated in Section B.7 (a).

5. **Question:** Section F.3 (page 34) Place of Performance states that the countries for this IDIQ may include “USAID presence and non-presence countries in South, Central, and Southeast Asia sub-regions,” whereas Section L.6.3.2 (page 103) indicates that “The Offeror must describe, in detail, an approach for assessing and selecting secondary cities in Southeast Asian developing countries for urban resilience financing...” Please confirm

whether the offeror's technical approach should only discuss countries in Southeast Asia, and not Central or South Asia.

**Answer:** As stated in Section L.6.3.2 the Technical Approach must describe, in detail, an approach for assessing and selecting secondary cities in Southeast Asian developing countries .

6. **Question:** Could USAID please clarify the place of performance for this IDIQ and priority countries per below?
- Pg 34. Section F3. Performance of this Contract and TOs issued hereunder will be in those countries as specified in the TOs including any of the USAID presence and non-presence countries in South, Central, and Southeast Asia sub-regions.
  - Pg 112. Section 3: The services under this IDIQ can be delivered in countries across Asia; however, the initial focus will be on the Philippines, Indonesia, Vietnam, India, and Bangladesh.

**Answer:** The solicitation is amended to reflect that the place of performance is Asia. The IEE on page 122 indicates countries that reflect the possible initial geographic focus of task order implementation.

7. **Question:** Section F: On page 40 sections F.6.3.1 (ii) and (iii) both refer to a section (d) "In accordance with general procedures in (d) above..." There is no (d) above.

**Answer:** Thank you. The solicitation is amended to remove this discrepancy.

8. **Question:** Section L.7, Part 2, 2 – Ceiling Rates (page 107) states "The Offeror may propose ceiling indirect rates higher, lower or equal to the established provisional indirect cost rate." However, Attachment 1: Cost/Price Evaluation Matrix, Item 2 (page 115) states "The Offerors will use its indirect cost rates to propose the ceiling indirect cost rates for budget line items below." Please confirm that offerors may propose ceiling rates that are different than the Offeror's current provisional indirect rates.

**Answer:** Confirmed. The solicitation is amended to clarify this.

9. **Question:** The introduction on Page 115 of Attachment 1: Cost/Price Evaluation Matrix states a plug figure of \$300,000 for Locally Hired Personnel, but the actual matrix utilizes a plug figure of \$400,000 (Page 118). Which is correct?

**Answer:** Thank you for highlighting this discrepancy. The correct amount is \$400,000. The solicitation is amended accordingly.

10. **Question:** Attachment 7: Local Compensation Plan Pay Ranges (page 134). Would USAID please confirm that the currency presented in the table for Bangladesh is in US Dollars? Would USAID also please confirm that all salary figures presented are per annum.



**Answer:** The currency for Bangladesh is in US Dollars and all salary figures are per annum.

11. **Question:** Section L: Would USAID consider allowing the use of 10pt font in text boxes to improve readability?

**Answer:** The required font size for text boxes remains unchanged (must not be less than 12 points in size).

12. **Question:** Section L: On Page 103 in Section L.6.3.2, USAID requests that the offeror describe an approach for assessing and selecting secondary cities in Southeast Asian developing countries. Could the approach proposed by the offeror also reflect implementation in South Asian countries?

**Answer:** The Technical Approach must address an approach for assessing and selecting secondary cities in Southeast Asian developing countries.

13. **Question:** Could USAID please confirm that the technical approach for assessing and selecting secondary cities is restricted to the South East Asia region per below?

- Pg 103 L.6.3.2 Technical Approach. The Offeror must describe, in detail, an approach for assessing and selecting secondary cities in Southeast Asian developing countries

**Answer:** See answers 5 and 12 above.

14. **Question:** Does USAID have a timeframe for completion of the secondary city selection once the project starts?

**Answer:** This is not germane to this competitive process.

15. **Question:** Page 102, L.6.3.1(i)(b), of the RFP states the Offeror should demonstrate “its experience in Asian countries working with officials to build the institutional capacity of cities or other subnational governmental components to integrate resilience and climate risk management concepts into the day-to-day management over and above any specific resilience projects”. Could USAID please clarify what they consider a specific resilience project?

**Answer:** Specific resilience project includes any discrete intervention whereby capacity building is a mere byproduct of the activity rather than a primary objective.

16. **Question:** Do subcontractors have to complete other portions of the Cost Proposal (Part 3. Reps. and Certs, Part. 4 Policies and Procedures, Part 5. Information Concerning Work-Day, Work-Week and Paid Absences and Part 7. Evidence of Responsibility Statement)?

**Answer:** This information is not requested for subcontractors.

17. **Question:** May offerors include past performance information from subcontractors?

**Answer:** Subcontractor past performance information is not requested and will not be evaluated.

18. **Question:** When does USAID anticipate issuing the first task order under this IDIQ?

**Answer:** The first task order is anticipated shortly after award of the IDIQ.

19. **Question:** Please confirm the Locally Hired Personnel Labor costs plug figure that should be used for the cost/price evaluation exercise. Attachment 1: Cost/Price Evaluation Matrix page 115 states \$300,000, and the Total CDR Labor Costs page 118 states \$400,000.

**Answer:** See answer to Question No. 9.

20. **Question:** Attachment 1: Cost/Price Evaluation Matrix states that “All plug figures [...] included in the cost matrix below represent totals for the entire period (Year 1 and Year 4)”. Our assumption is that these plug figures should be split 50 percent for Year 1 and 50 percent for Year 4 for evaluation purposes. Please confirm this assumption or provide specific guidance to the split that should be used.

**Answer:** Splitting the plug figures makes no practical difference in the calculations since Offerors are requested to apply either a single indirect cost ceiling or an average of a yearly indirect cost ceiling and one fee ceiling percentage.

21. **Question:** Attachment 1: Cost/Price Evaluation Matrix uses the term “*prime offeror employee* person-days” throughout (italics added) on pages 116-118. Would USAID consider dropping the term “prime offeror employee”, thereby allowing Offerors to use a mix of prime offeror and subcontractor employees as well as short-term consultants?

**Answer:** Information regarding the CDR at this section remains unchanged. Please note that short-term consultants are included in the matrix; however, for the purposes of completing the cost/price evaluation matrix, Offerors are to assume that all employees and consultants are hired by the prime Offeror.

22. **Question:** B.10 Ceiling on Indirect Cost Rates, (c) page 15 indicates that ceilings on indirect costs should be established by fiscal year for the period FY17-FY23. Would USAID consider establishing an overall ceiling for the entire period of performance instead, which would still give USAID the benefit of control, but also flexibility in implementation?

**Answer:** A single overall indirect cost rate ceiling representing the aggregate of multiple rates is not acceptable under the terms of this solicitation. Offerors must either establish one ceiling rate per indirect cost category (i.e. one ceiling rate for Overhead, one for G&A, etc.) or multiple rates based on the fiscal year in accordance with Section B.10(c).

23. **Question:** Part 2 – Proposed Costs/Prices page 105 states that “The Prime Offeror must provide a narrative justifying the labor rates for each labor category proposed with supporting information such as historical biodata forms used (within the past three years) [...]”. Would USAID accept payroll records in lieu of biodata forms for the purpose of justifying proposed CDRs per labor category?

**Answer:** Payroll records are acceptable.

24. **Question:** Would USAID/Asia consider revising the geographic code to 935 instead of 937 given the pool of available technical resources in region? This would allow offerors to tap in to a wide range of regional technical assistance to support the implementation of the project.

**Answer:** For the purposes of proposal preparation under the IDIQ, Offerors must comply with the authorized geographic code of 937.

25. **Question:** Given the short time frame that would be remaining after answers to questions would be provided, we respectfully request that USAID consider an extension of the due date of the proposal to give all offerors fair opportunity to prepare a fully responsive proposal.

**Answer:** Upon consideration, the submission requirements are revised as follows:

- The due date of hard copy submission is revised to February 21, 2017, 11:00 a.m. Bangkok time.
- The required number of paper submission is reduced to one original of each the technical and cost proposals.
- The closing date for electronic submission remains unchanged; however, the closing time is extended from 9:00 a.m. to 11:00 a.m.

26. **Question:** Can USAID/Asia reconsider its request for hard copy submission? Please limit the request to electronic submission of technical and cost proposals.

**Answer:** Please see answer directly above.

27. **Question:** Section M of the RFP did not assign any adjectival or points for evaluation of any of the technical criteria of the proposal. How does USAID intend to score the proposal? Please clarify?

**Answer:** An adjectival rating methodology will be used to evaluate the Offers. The relative weight of each of the technical evaluation criterion is provided in Section M.

28. **Question:** To provide offerors an opportunity to confirm on-time receipt of e-submissions by RDMA in compliance with the provisions of FAR 52.215-1, would USAID consider changing the deadline for proposal e-submission to a later hour than 9 AM Bangkok time on Tuesday, February 14, 2017?

**Answer:** The solicitation is amended to reflect a change in the submission time to 11:00 a.m. Bangkok time on February 14, 2017.

29. **Question:** RFP Section B.7, page 10, specifies that our policies should be in accordance with OMB cost principles. Would USAID confirm that the B.7 reference to OMB cost principles is meant to read “applicable cost principles” as some offerors that are commercial organizations have to follow FAR 31.2?

**Answer:** Confirmed. The solicitation is amended accordingly.

30. **Question:** RFP Section H.6(e), page 54, states that “if the required professional expertise for individual TOs is not captured in the labor categories outlined in Section B.7, the TOCO will negotiate individual salaries on a case-by-case basis based upon supporting salary history, labor market rates, etc.” This seems to contradict Section F.6, page 37, which states that “the Contractor may propose additional labor categories, rates and descriptions in addition to the contract labor categories for the task order. These additional labor categories, rates, and descriptions will be negotiated on a case-by-case basis and may only be approved by the IDIQ Contracting Officer.” Would USAID please clarify?

**Answer:** The TOCO will negotiate and approve personnel that are not captured in the labor categories outlined in the IDIQ Section B.7. The solicitation is amended.

31. **Question:** RFP Section L.6.2, pages 101-102, requires (i) a technical narrative in 12-point Times New Roman font and (ii) accompanying text boxes in 12-point font without specifying a typeface. For better legibility, may we use 12-point text in a different typeface for text boxes within the technical narrative?

**Answer:** The solicitation is amended to clarify that text in text boxes must also be Times New Roman font. Please also see answer to Question No. 11.

32. **Question:** RFP Section L.6.3.1, pages 102-103, suggests that USAID will evaluate the institutional experience of the prime offeror only. Can USAID please clarify if this is the case or if USAID will also evaluate institutional experience of any proposed subcontractors?

**Answer:** USAID intends to evaluate the institutional experience of the prime offeror only.

33. **Question:** Regarding Section B.5(a) on page 8, could USAID please confirm that the fixed fee ceiling will not be applicable to any Fixed-Price type task orders?

**Answer:** Please see response to Question No. 2.

34. **Question:** Regarding Sections B.7, B.8, B.9, and B.10 on pages 9-15, could USAID please confirm that these sections will not be applicable to any Fixed-Price type task orders?

**Answer:** These sections would form the parameters for any fixed-price task order proposal submission.

35. **Question:** To accommodate for shipping times to Thailand from the East Coast of the United States, would USAID please allow offerors 5 business days to submit hard copies following electronic submission of the proposal (i.e., to arrive no later than Monday, February 20)?

**Answer:** See answer to Question No. 25.

36. **Question:** Section L.7, Part 2—Proposed Costs/Prices (Labor Costs) on page 105, lists acceptable supporting information for labor rates and one item is “historical biodata forms used (within the past three years).” Would USAID also please consider accepting current biodata forms as supporting information for labor rates? This is particularly relevant for consultants who have worked with other contractors and might not have access to their historical forms or those who have not completed a biodata form in the past three years.

**Answer:** Current biodata forms are acceptable.

37. **Question:** Section L.7, Part 2—Proposed Costs/Prices (Fee) states, “The proposed fixed fee percentage ceiling will be used in the cost/price evaluation matrix and will be incorporated into the contract as the maximum fixed fee percentage allowed for all [emphasis added] task orders.” Could USAID please confirm that the fixed fee ceiling will not be applicable to any Fixed-Price type task orders?

**Answer:** The established percentage will be applicable to the profit sought under fixed-price task orders proposals. See answer to Question No. 2.

38. **Question:** Attachment 1 lists two different numbers for the plug figure for Locally Hired Personnel Labor--\$300,000 under item 3 on page 115 and \$400,000 within the Cost/Price Evaluation Matrix on page 118. Kindly confirm which figure should be used by offerors.

**Answer:** See response to Question No. 9.

39. **Question:** Attachment 5 includes an SF-LLL Disclosure of Lobbying Activities but this item is not listed within Section L.7 as a required cost proposal element. Could USAID please clarify whether offerors should include this form in their cost proposals?

**Answer:** Offerors are requested to include the form in their cost proposals.

**[END OF AMENDMENT NO. 01]**